

## Five County Association of Governments

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### **Position Announcement Chief Financial Officer (CFO) Five County Association of Governments**

Five County Association of Governments, a regional planning and development organization representing local governments in southwestern Utah, requests applications for Chief Financial Officer (CFO). The CFO plans, directs, and coordinates activities relating to accounting, fiscal reporting, debt management, and treasury functions including cash management, investments, risk management, and purchasing. The CFO formulates and executes broad policy, immediate technical supervision, and participates in program activities.

Work is performed in accordance with Government Accounting Standards Board (GASB) "Basic Financial Statements - and Management's Discussion and Analysis for State and Local Government," statutory procedures, and broad policies as prescribed by the Executive Director, who holds the Chief Financial Officer responsible for the effectiveness of agency programs.

As a member of the senior management team, the CFO works with program directors to ensure that accounting technicians and other employees submit accurate and timely financial reports. Payroll and accounts payable activities are directed by the CFO, who is responsible for accurately coding requests for payment.

The CFO:

- Sets forth desired objectives, develops procedures, and proposes changes in existing methods.
- Plans, organizes, and directs fiscal and management control functions, including the preparation of the annual budget.
- Directs the planning, organization, and implementation of overall procedures for fiscal reporting and administration, purchasing, risk management, cash management, and investments.
- Reviews or prepares monthly, quarterly and annual financial reports.
- Directs and participates in management studies, and reports on complex financial analysis and organizational and administrative policies.
- Works with the Management Team on Risk Management matters.
- Makes presentations to the Steering Committee and/or the public as the need arises.

- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless client service.
- Participates in the recruitment, selection and orientation of personnel
  - Determines work load distribution and assignments
- Ensures that employees are accomplishing required tasks
  - Establishes performance standards and goals
  - Reviews and evaluates employee performance
- Provides environment for personnel to succeed
  - Makes recommendations related to employee career development, advancement, and retention
- Accounting and Bookkeeping
- Coordinates and communicates with all stakeholders
  - Conducts monthly meetings with MSH employees and contractors
  - Meets occasionally with program participants for feedback
  - Meets with RCAC and RD quarterly
- Ensures all reporting is completed
- Ensures compliance with grant requirements

#### **Qualifications:**

The CFO will have at least three to five years of experience in managing a public agency finance program, including two years of experience at a policy determination level, and a Master's Degree in Business Administration (MBA), Public Administration (MPA) or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted. A CPA is preferred, but not required.

The CFO will exhibit knowledge of public sector finance administration and accounting principles and practices, including OMB Circulars A-133, A-110 and A-122; risk management and insurance; and purchasing and materials management.

She/he will have the ability to plan, organize, and direct activities related to activities of programs dealing with financial reporting and accounting, purchasing, risk management, cash management, investments, and debt management; exercise good judgment; perform a broad range of supervisory responsibilities over others; effectively use general office software and databases; and communicate effectively in both written and verbal form.